

Jefferson County Position Description

Name:		Department:	Human Services	
Position Title:	Nutrition Program Supervisor	Pay Grade:	6	FLSA: N
Date:	July 2016	Reports To:	Aging & Disability Resource Manager	

Purpose of Position

The purpose of this position is to monitor the day-to-day management and administrative functions of the Jefferson County Senior Dining Program and act as a liaison/lead worker to Senior Dining Managers and the ADRC Division Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, develops, and coordinates all programs and services included within the Nutrition Program: nutrition counseling, education, and delivers congregate and home delivered meals.
- Promotes and markets the Nutrition Program. Informs the public sector on what the Senior Dining Program can offer to Jefferson County's Seniors that are 60 years of age and older.
- Prepares and enforces Nutrition Program rules and regulations and ensures compliance with State and Federal regulations. Conducts annual site inspections.
- Develops, provides, and/or arranges training programs as specified in Chapter 8: Manual of Policies, Procedures, and Technical Assistance that governs the Nutrition Program. Conducts comprehensive employee orientation on site.
- Supervises Nutrition Program staff including site managers, home delivered meal assessor, and volunteers. Assigns and reviews work, conducts evaluations, schedules and approves time off, and recommends discipline. Coordinates the annual Volunteer Recognition event.
- Prepares bid packages per schedule and updates the catering contract addendum annually. Monitors monthly menus for compliance, and updates Meal Cost Tool annually and Donation/Full cost Meal Posters.
- Receives new requests for Home Delivered Meals, conducts cursory assessment before giving to the Home Delivered Meal Assessor.
- Operates Johnson Creek Site once a week and fills in for absent site managers.
- Maintains and orders accurate inventory of supplies needed to operate senior dining sites. Ensures supplies are delivered in a timely manner for non-interruption of site operations.
- Maintains counts and records using the proper computer database for all federally required nutrition statistics. Completes quality assurance reports monthly and reviews active/inactive clients. Prepares and

sends monthly Home Delivered meal donation statements. Conducts annual program surveys; compiles and compares data to prior years.

- Creates the agenda and facilitates quarterly Nutrition Project Council/Site Manager Meetings. Attends all required Nutrition Program meetings and serves on Regional Site Manager Training Planning Committee annually.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists and supports the ADRC in issuing the annual Farmer Market Vouchers.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Dietetics, Food Service Administration, Human Services, or other related field with two years of experience in supervising a food service or nutrition program, or a combination of related education and/or experience, knowledge, and skills. Bachelor's degree and experience with food services or nutrition programs for older adults preferred. Valid driver's license required.

Other Requirements:

Training: Complete the *Wisconsin Certified Food Manager Food Safety* course within six months of employment.

Travel:

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date